

## Publisher's Guide for the Montana GIS Portal

Montanans need one place where they can search for GIS data about the state. The Montana GIS Portal is that place. When you publish your metadata on the Montana GIS Portal, including how users can obtain your data or live map service, you benefit state and national GIS efforts through **data sharing**. You also reduce your workday interruptions from data requests and inquiries about your data.

All metadata published on the Montana GIS Portal is also published on the federal government's Geospatial One Stop portal. If you have data you want to share, but do not have a web site to share it from, the Montana State Library may be able to help. For more information, email the Portal Administrator: [gisportal@mt.gov](mailto:gisportal@mt.gov).

Each of the following metadata publishing processes is explained on the remainder of this page. These procedures assume you use ArcCatalog to manage your metadata. To publish metadata on the Montana GIS Portal:

- Write Metadata for your Data.
- Register as a Montana GIS Portal Publisher.
- Upload your Metadata to the Portal.

### Write Metadata for your Data

Effective data sharing is nearly impossible without basic metadata. The Montana State Library can assist you with writing metadata and establishing metadata writing workflows for your data. Refer to the Montana GIS Portal's *Metadata Writing Guide* (<http://gisportal.msl.mt.gov/metadata/MetadataWritingGuide.pdf>) or contact the Portal Administrator ([gisportal@mt.gov](mailto:gisportal@mt.gov)) for assistance with writing metadata. Metadata published to the Montana GIS Portal must meet the State's metadata standard, which is built upon the Federal Geographic Data Committee's (FGDC) Content Standard for Digital Geospatial Metadata (CSDGM), version 2. For more information, refer to the Metadata Standard for the Montana GIS Portal: ([http://gisportal.msl.mt.gov/metadata/portal\\_metadata\\_standard.html](http://gisportal.msl.mt.gov/metadata/portal_metadata_standard.html)).


### Register as a Montana GIS Portal Publisher

- A. From the Portal Home page, click Register and sign up as a portal user.
- B. Email the Portal Administrator: [gisportal@mt.gov](mailto:gisportal@mt.gov). Provide your Portal user name and request to be registered as a Portal publisher. If you would like guidance with publishing your metadata (metadata writing/publishing workflows, choosing editing tools, etc.), contact Gerry Daumiller at the Montana State Library ([gdaumiller@mt.gov](mailto:gdaumiller@mt.gov) or 406-444-5358).
- C. Watch for a confirmation email from the Portal Administrator. Once you receive the message, the Administration and Repositories links are available to you when you log in to the Montana GIS Portal.

## Upload Your Metadata to the Portal

This process is written for exporting and uploading one metadata file at a time using ArcCatalog. If you have multiple shape files in the same directory (or multiple feature classes in the same geodatabase), you may want to consider using the "batch" exporting tool developed by the National Park Service ("NPS Metadata Tools and Editor"). For more information refer to <http://science.nature.nps.gov/nrddata/tools/>. For information about batch uploading methods, contact the Portal Administrator ([gisportal@mt.gov](mailto:gisportal@mt.gov)).

### D. Export an XML file of your metadata for publishing:

1. Ensure that your metadata meets the requirements for publishing to the Montana GIS Portal. Incomplete metadata will not successfully upload to the Portal. For assistance, see the *Metadata Writing Guide*: (<http://gisportal.msl.mt.gov/metadata/MetadataWritingGuide.pdf>).
2. Launch ArcCatalog.
3. Navigate to the directory where your data is stored.
4. Select the data you want to publish to the Portal.
5. Export an XML file of your data's metadata:
  - a. Open the metadata toolbar View>Toolbars>Metadata.
  - b. Click the Export button  on the Metadata Toolbar.
  - c. Select the location to store the XML file and choose FGDC CSDGM (XML) as the format.
  - d. Click OK.

### E. Upload your metadata to the Portal:

1. Launch the Montana GIS Portal: <http://gisportal.msl.mt.gov>
2. Log in with the publisher username and password.
3. Click the Administration link.
4. Click Upload.
5. Navigate to the XML metadata file, select the file, and click Open.
6. Click Upload. A confirmation message displays. If error messages display, review your metadata content to ensure it meets the requirements for publishing on the Montana GIS Portal.
7. Review the list of metadata records shown to ensure that all your metadata is present. You can search for groups of records using the text boxes provided. For assistance using this page, click Help.
8. Email the Portal Administrator ([gisportal@mt.gov](mailto:gisportal@mt.gov)) to initiate the metadata approval process. The Portal Administrator will review the content of your metadata for compliance and completeness. You'll receive a confirmation message by email when your metadata is approved and available to Portal users.

If you are uploading revised metadata, you may be able to skip the metadata approval process (Step 8 above). If the metadata has a GUID (PublishedDocID item), or if the network path to your metadata has not changed since the last upload, the Portal recognizes the uploaded metadata and reports: "Your document has been replaced." To learn more about streamlining uploads of revised metadata, contact the Portal Administrator ([gisportal@mt.gov](mailto:gisportal@mt.gov)). For information about GUIDs, see Appendix C of

the Montana GIS Portal Metadata Standard:

([http://gisportal.msl.mt.gov/metadata/portal\\_metadata\\_standard.html](http://gisportal.msl.mt.gov/metadata/portal_metadata_standard.html))

## **Manage your Metadata**

- F. Once you receive a confirmation message from the Portal Administrator, review your metadata collection:
  1. Launch the Montana GIS Portal <http://gisportal.msl.mt.gov>.
  2. Log in using your publisher username and password.
  3. Click Administration.
  4. Click Home or Advanced Search and search for each metadata record you published. Review and test the content of your metadata records, including any links to web pages, downloadable data, or live map service.
  5. If you find errors, adjust the content in your metadata using ArcCatalog and repeat Step A through Step F in this procedure. As needed, refer to the *Metadata Writing Guide* (<http://gisportal.msl.mt.gov/metadata/MetadataWritingGuide.pdf>).